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Auth: 14 July 1954

14 July 1954

25X1 Date: 22 MAR 1978 By  

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MEMORANDUM FOR: Mr.   Chief Management Staff

SUBJECT : Annual Management Improvement Report

1. In compliance with your memorandum, Subject: Annual Management Improvement Report, dated 25 June 1954, the following information is submitted.

2. Major problems which are beyond the authority of the Cable Secretary to solve:

The establishment of an office (or offices) of record in which all CIA cables are filed on a permanent record basis and are cross-referenced appropriately. The Office of Communications maintains the Signal Center Archives but cables in these Archives are not cross-referenced except by Station and/or IN or OUT numbers.

3. Major areas of potential improvement selected for emphasis for the fiscal year of 1955:

(a) Assist in the overall Agency effort to reduce cable traffic by diverting cables to pouch channels whenever practical. This is in compliance with the Director's wishes that cable traffic be reduced by 25%.

(b) Reduce the handling time of cables processed by the Cable Secretariat.

(c) Explore the possibility of installing some mechanical means of preparing receipts for cables delivered by the Cable Secretariat.

(d) Examine the possibility of adopting for Agency use an improved Hectograph master.

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4. Specific Action taken during fiscal year 1954 to solve major program or operating problems and improve management:

(a) Cable Forms 35-80 and 35-81 were revised with the result that the appearance of cables reproduced was improved and the use of preprinted paper was discontinued.

(b) Responsibility for the distribution of non-CIA cables was transferred from the Cable Secretariat.

(c) The responsibility for receiving and delivering Western Union telegrams was assumed by the Cable Secretariat (See Regulation )

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(d) The responsibility for administrative support of the Cable Secretariat was assumed by the Cable Secretariat and our personnel now come under the DD/A Career Service Board.

✓ (e) The Cable Secretariat assumed responsibility for ensuring that intelligence contained in incoming cables is furnished DD/I.



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Executive Officer  
(Cable Secretariat)

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